



IAS Next Generation

State and Local Programs (Version 1.0 2-6-2004)

February 2004



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Errata Sheet

The PRS guide is in initial draft form. Revisions will be noted as it progresses:

- Initial draft prepared as part of PRS manual (11/14/2003).
- First posted draft (2/6/2004)



General

The Performance Results System (PRS) is related to other applications that collect data on conservation practices. This includes Conservation Journal, POINTS, WebTCAS, Toolkit, and ProTracts. The goal is to use data from all of these sources in a national database to measure the results of the conservation practices.

Related Applications

As part of using PRS, you may also use these related web applications. (Which applications are available to you depend on the role defined for your PRS log-in identity.)

- State and Local Programs—Lets PRS Coordinators to add programs for PRS and WebTCAS reporting.
- **Screen Builder**—Lets PRS Coordinators create custom screens for gathering reporting data for state and local programs.
- Affiliates—Lets you identify various types of boards and associate people with these boards. This lets PRS track an individual's board affiliations for reporting purposes.

To minimize download times, the NRCS has given these programs their own user manuals or quick-start guides.

Accessing PRS and other IAS applications

Currently, the PRS program is used by NRCS employees and partners to record performance. Technical Service Providers use an alternative application, TechPRS.

There are some requirements for setting your browser (IE6) correctly to run PRS. Do the following:

- 1. Select **Tools** on the browser window.
- 2. Select Internet Options.
- 3. Click the **Security Tab**.
- 4. Choose **Custom Level** and then **Miscellaneous**.
- 5. Find "Access data sources across domains."
- 6. Set it to **Enable**.
- 7. Click **OK**, and then **OK** to save settings.

Obtaining an eGov account through eAuth

You must have an e-Government Account to access PRS. If you do not have an account, you can obtain instructions for requesting one at:

http://www.eauth.egov.usda.gov



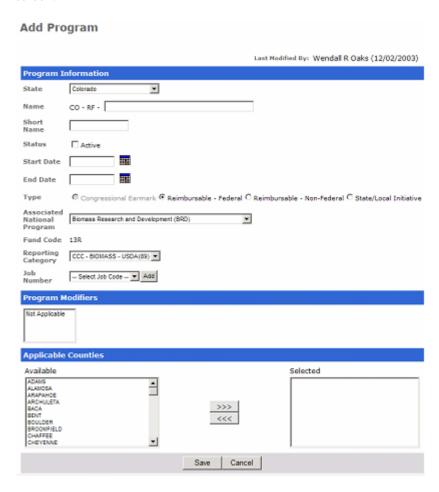
PRS State and Local Programs

State and Local Programs lets PRS Coordinators add programs for PRS reporting and WebTCAS reporting. The application starts when you select either the **State and Local Programs** or **State and Local Program Report** option from the left side menu of the PRS Tools Menu screen. The following changes occur:

- The top banner changes from PRS to State & Local Programs,
- The top menu bar options change, including the suboptions under Reports and Tools. Depending on the permissions in your profile, options for the Screen Builder application may be included in the top menu. (The Screen Builder application has its own manual.)
- The Programs menu appears on the left side.
- The Edit Programs screen is displayed.

Adding a State or Local Program

- 1. Select Tools on the PRS menu bar.
- 2. Select **State and Local Programs** option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Programs menu on the left side.
- 3. Select **Add Program** from the left side menu. This displays the Add Program screen.





To Enter Program Information

- 1. Select the **State** from the drop-down list. (List is limited to those in your profile).
- 2. Append a **Name** to the State and type codes.
- 3. Enter a **Short Name**.
- 4. Set status to **Active** (when ready for release).
- 5. Enter the **Start Date** in MM/DD/YYYY format or click on the calendar icon to select the date from a calendar pop-up.
- 6. Enter the **End Date** in MM/DD/YYYY format or click on the calendar icon to select the date from a calendar pop-up
- 7. Select the program **Type** by clicking a radio button.
- 8. Select an Associated National Program (if any) from the drop-down list.
- 9. Select a **Reporting Category** from the drop-down list.
- 10. Select the **Job Number** (Job Code) from the drop-down list. If necessary, click **Add** to enter a new job code.
- 11. Select applicable **Program Modifiers** by highlighting choices and using arrow >>> button to transfer to selected list.
- 12. Select Applicable Counties (default is full state) by highlighting choices and using arrow >>> button to transfer to selected list.Note: If you select individual counties, any user who has the state in their profile must also have the county in their profile to see the program.
- 13. Click Save.



Editing a State or Local Program

- 1. Select **Tools** on the PRS menu bar.
- 2. Select **State and Local Programs** option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application:
- 3. Select **Edit Program** from the left side menu. This displays the Edit Program screen.
- 4. Select a **Location** from the drop-down list. (The choices in the drop-down list depend on your profile.) This displays a list of available programs for the location you chose. You can resort the list by clicking on any of the column headers.



- 5. Click the **Program Name** for the program you wish to edit. This displays the Edit Program screen for the program.
- 6. Use the procedures discussed in the Adding a State and Local Program section above to modify the program information.
- 7. Click **Save** when done.



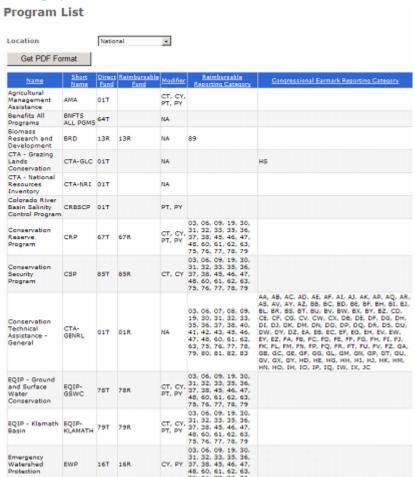
State and Local Program Reports

The Reports menu for the State and Local Programs has several reports available or planned.

- 1. Select **Tools** on the PRS menu bar.
- Select the State and Local Program Report option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.

Listing Programs

- 1. Select **Tools** on the PRS menu bar.
- Select the State and Local Program Report option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.
- 3. Select **Program List** from the left side menu. This displays a list of programs for the default location.
- 4. Select a new **Location** from the drop-down list. (Click on any of the column headers to resort the list by that column.)
- 5. Click **Get PDF Format** to generate a printable report of the information displayed.





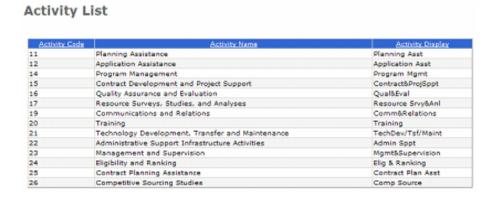
Listing Program Modifier Codes

- 1. Select **Tools** on the PRS menu bar.
- 2. Select the **State and Local Program Report** option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.
- 3. Select **Program Modifier List** from the left side menu. This displays a list of the program modifier codes, including the code, the full modifier name, and the display name used in PRS. (Click on any of the column headers to resort the list by that column.)



Listing Activity Codes

- 1. Select **Tools** on the PRS menu bar.
- Select the State and Local Program Report option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.
- 3. Select **Activity List** from the left side menu. This displays a list of activity codes, including the code, the full activity name, and the display name used in PRS. (Click on any of the column headers to resort the list by that column.)





Listing Fund Codes and Names

- 1. Select **Tools** on the PRS menu bar.
- 2. Select the **State and Local Program Report** option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.
- 3. Select **Fund List** from the left side menu. This displays a list of funds used in PRS, including the fund code, fund name and display name for the fund. (Click on any of the column headers to resort the list by that column.)

Fund List

Band Code	To concern the Part Name	Part Disting
DIR	CTA REIMS	CTA REIMB
DET	CTA DIRECT	CTA DIRECT
D2M	SOIL REIMB	SOIL REIMS
02T	SOIL DIRECT	SOIL DIRECT
DOR	WF-02 REIME	WF-03 REIMB
DOT	WF-03 DIRECT	WF-03 DORECT
06R	PL-06 REIMS	PL-06 REIMB
DET	PL-06 DIRECT	PL-06 DIRECT
07R	WAHE REINE	WRHE REIME
D7T	WARR DIRECT	WRHS DIRECT
DER	WF-08 REIMB	WF-08 RECMB
DOT	WF-08 DIRECT	WF-00 DERECT
116	RCD REIMS	ACO REIME
117	RCD DIRECT	ACD DIRECT
13R	BRO REIMB	BRD REIMB
168	EWP REIMS	EWP REIMB
167	EWP DIRECT	EWP DIRECT
45R	SNOW REIMS	SNOW REIME
45T	SNOW DIRECT	SNOW DERECT
46R	PMC REIMB	PMC REIMB
46T	PMC DIRECT	PMC DIRECT
64T	ENFTS ALL PGMS DIRECT	BNFTS ALL PGMS DIRECT
57 N	CRP REIMB	CAP REIMS
67T	CRP DIRECT	CRP DIRECT
69R	FRRP REIME	FROP REDME
69T	FRPP DIRECT	PRIP DURBET
75R	WHIP REIMB	WHIP REIMB
75T	WHIP DIRECT	WHIP DIRECT
76R	EQIP REIMB	EQIP REIME
76T	EQIP DIRECT	EQIP DIRECT
77R	WRP REIME	WRP REDMB
771	WAP DIRECT	WRP DIRECT
78K	EQIP-08WC REIMB	eque-dawc retina
78T	EQIP-66WC DIRECT	EQEP-SSWC DIRECT
79R	EQIP-KLAMATH REIMB	EQEP-KLAMATH REIME
791	EQIP-KLAMATH DIRECT	EQEP-KLAMATH DERECT
85R	CSP REIMS	CSP REIMB
RST	CSP DIRECT	CSP DIRECT
DGR	GRP REIMB	GRP REIMS
BST	GRP DIRECT	GRP DIRECT



Listing Reporting Categories

- 1. Select **Tools** on the PRS menu bar.
- 2. Select the **State and Local Program Report** option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.
- 3. Select **Reporting Category List** from the left side menu. This displays a list of reporting categories, including the code, the full category name, and the display name used in PRS. (Click on any of the column headers to resort the list by that column.)





Listing Jobs

- 1. Select **Tools** on the PRS menu bar.
- 2. Select the **State and Local Program Report** option on the left side menu of the PRS Tools Screen. This starts the State and Local Programs application and displays the Reports menu on the left side.
- 3. Select **Job List** from the left side menu. This displays a list of jobs, including the state, job number, job name, and display name used in PRS. (Click on any of the column headers to resort the list by that column.)

Job List

<u>State</u>	<u>Job</u> <u>Number</u>	<u>Job Name</u>	<u>Job Display</u>
AK	02040001	BLM-Soil Survey	BLM-Soil Survey
AK	02040002	Fort Greely Soil Survey	Fort Greely Soil Survey
AK	02040003	Denali Soil Survey	Denali Soil Survey
AK	02040004	DODAF-Clear Air Station Soil Survey	DODAF-Clear Air Station Soil Survey
FL	12040001	Manatee Ag Water Reuse	Manatee Ag Water Reuse
FL	12040002	Dairy and Poultry Waste	Dairy and Poultry Waste
FL	12040003	Green Institute	Green Institute
FL	12040004	Lake Okeechobee	Lake Okeechobee
FL	12040005	Technology Systems	Technology Systems
FL	12040006	Four Pilot Projects	Four Pilot Projects
GA	13040001	Ft. Stewart MIPR 4ANRC5A006	Ft. Stewart MIPR 4ANRC5A006
GA	13040002	Ft. Stewart MIPR 4ANRC5A005	Ft. Stewart MIPR 4ANRC5A005
GA	13040003	Fort Gordon (ITAMS)	Fort Gordon (ITAMS)
GA	13040006	FT Benning ITAMS 674310228	FT Benning ITAMS 674310228
GA	13040008	Ft Benning ITAMS2 NRCS A-3A75-3-57	Ft Benning ITAMS2 NRCS A-3A75-3-57
GA	13040010	Ft Benning MIPR	Ft Benning MIPR
GA	13040012	Ft Benning MIPR	Ft Benning MIPR
GA	13041212	PAT 5	PAT 5
GA	13048976		MOT X23
IL	17044265	KANKAKEE CO. BOARD SOIL SURVEY UPDATE	KANKAKEE CO. BOARD SOIL SURVEY UPDATE
IL	17044284	PERRY COUNTY SOIL SURVEY UPDATE	PERRY COUNTY SOIL SURVEY UPDATE
IL	17044285	LASALLE COUNTY BOARD SSU	LASALLE COUNTY BOARD SSU
IL	17044286	JACKSON COUNTY SSU	JACKSON COUNTY SSU
IL	17044291	WASHINGTON COUNTY BOARD SSU	WASHINGTON COUNTY BOARD SSU